CDS

EVENTS AND EXPOSITIONS

Texas Black Expo 2011

May 21 & 22, 2011

George R. Brown Convention Center

Houston

Exhibitor Manual

Welcome Texas Black Expo 2011 Exhibitor

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the **Texas Black Expo 2011**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department
CDS
3559 Belgium Lane
San Antonio, TX 78219
210.581.9220 Fax: 800.677.8191

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Texas Black Expo
9301 Southwest Freeway, Suite 250
Houston, TX 77047
Contact: Shannon Cormier
Phone: 832-200-0540
E-mail: Shannon@texasblackexpo.com

Please note the various items being provided for each booth by Show Management (equipment listed on the Event Information page 5).

Analyze your needs carefully and return your order forms with full payment before **Friday, May 6, 2011**, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

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Frequently Asked Questions

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

Each event is different. Please see the Event Information page, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

Unfortunately, items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- Order online: Use the online ordering link provided in the initial e-mail correspondence for your event.
- Mail in your order forms and full payment to:
  CDS Events
  3559 Belgium Lane, San Antonio, TX 78219
- Fax in your order with the Credit Card Authorization form to:
  800-677-8191 Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other **"official suppliers"** (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHY DO YOU HAVE A PETROLEUM SURCHARGE?

Increased petroleum costs have impacted every facet within our industry, from the cost of carpeting, plastics, visqueen, graphic substrates, to diesel fuel. CDS charges a 2% surcharge to partially recover the increased costs related to petroleum.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

Option one: Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during CDS move in. Delivery hours are **9:00 am - 3:30 pm**, Monday - Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
Option two: Direct shipping is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- Material handling is constituted as lifting, transporting and depositing material by human means using a variety of hand or hand-operated accessories.
- Shipping is the means by which shipments are transported via carriers to and from event locations.

WHO IS THE PREFERRED CARRIER?

CDS Logistics is the preferred carrier for this show. CDS Logistics offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from CDS please fill out the Quote Request form and either fax to **800-677-8191** or e-mail to shipping@conventiondecorating.com.

WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for CDS to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice, however we suggest you use the preferred carrier, CDS Logistics. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. CDS cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE OUT PROCEDURES?

A CDS Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. If you are not using CDS Logistics, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through CDS Logistics and the discount rate will not apply**. A CDS representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at **210-581-9220** or send an e-mail to information@conventiondecorating.com.

For any additional questions please feel free to call us at 210-581-9220 or send an e-mail to information@conventiondecorating.com.

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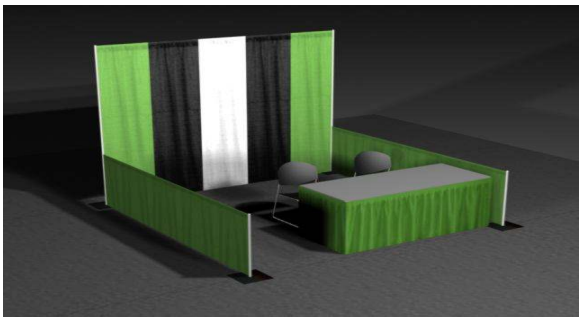
George R. Brown Convention Center

Event Information



Discount Deadline:	**Friday, May 6, 2011**
Show Colors:	Lime Green, Black & White
Show Carpet:	Facility is NOT carpeted
Aisle Carpet:	Aisles will be carpeted in Tuxedo

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each **10' x 10'** booth will be provided with:

- **8' tall lime green, black & white background drape**
- **1 - 6' lime green skirted table**
- **1 - wastebasket**
- **3' tall lime green side dividers**
- **2 - side chairs**
- **1 - 7" x 44" ID Sign**

Event Schedule - Subject to Change

Exhibitor Move In:	Friday, May 20, 2011	10:00 am - 5:00 pm
	Saturday, May 21, 2011	8:00 am - 10:30 am
Event Hours:	Saturday, May 21, 2011	11:00 am - 8:00 pm
	Sunday, May 22, 2011	11:00 am - 8:00 pm
Exhibitor Move Out:	Sunday, May 22, 2011	8:00 pm - midnight
Driver Check-In By:	Sunday, May 22, 2011	9:00 pm
Freight Re-Directed At:	Sunday, May 22, 2011	10:30 pm

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

Texas Black Expo 2011
YRC
c/o **CDS**
9415 Wallisville Road
Houston, TX 77013

Advance shipments MUST be received by Monday, May 16, 2011

Direct Shipments to Show Site:

Texas Black Expo 2011
George R. Brown Convention Center - Hall A
c/o **CDS**
1001 Avenida de las Americas
Houston, TX 77010

Direct shipments to arrive NO SOONER than Thursday, May 19, 2011

Assistance

- If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at **210-581-9220** or send an e-mail to information@conventiondecorating.com.
- **CDS** will have a service desk in a convenient location at show site if you require any further assistance.

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Credit Card Authorization

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

This form authorizes **CDS** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:								**Booth Number:**							
Cardholder Name:															
Credit Card Number:															
Expiration Date (mm/yyyy):															
Card Type:	☐	Visa	☐	MasterCard	☐	American Express									
Billing Address:															
City, State, Zip:															
Phone Number:								**Fax Number:**							
E-mail Address:															
Authorized Signature:															

I, _____ agree to the conditions stated in this manual and the above paragraph.

Material Handling *(Non-taxable)*:	$
Display Tables & Accessories:	$
Carpet	$
Sign & Graphics:	$
Table-Top & Free Standing Displays:	$
Rental Units:	$
Add On:	$
Graphics for Rental Units:	$
Hanging Banner/ Rigging:	$
Cartload Service:	$
Labor (*Non-taxable*):	$
Total:	$
2% Petroleum Surcharge of Subtotal:	$
Sales Tax 8.25%:	$
GRAND TOTAL:	$

Discount Deadline:
Friday, May 6, 2011

- All prices include delivery, installation, rental charge for the duration of the show and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

Order online: Use the online ordering link provided in initial e-mail correspondence for your event.

If paying by check, make payable to: **CDS Events**

Mail order forms & full payment to: 3559 Belgium Lane
San Antonio, TX 78219

Please reference the Show Name & Company Name

Fax orders with full payment to: **800-677-8191**
ATTN: Exhibitor Services

For any additional questions please feel free to call us at 210-581-9220 or send an e-mail to information@conventiondecorating.com.

Payment Policies

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

ADDING TAX TO YOUR ORDER

1. Use the Credit Card Authorization form to help add up your order.
2. Multiply the 2% Petroleum Surcharge by your order amount to get the subtotal.
3. Multiply the appropriate **8.25% Sales Tax** by your subtotal and get the grand total.

To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering**
  CDS accepts MasterCard, Visa or American Express credit cards only.
- **Payment by Mail**
  Mail in your order forms and full payment to:
  CDS Events
  3559 Belgium Lane, San Antonio, TX 78219
  RE: Texas Black Expo 2011
- If a check will be submitted for payment please attach with your order forms and mail to CDS. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: CDS Events
- **Payment by Fax**
  Fax in your order with full payment to:
  800.677.8191
  Attn: Exhibitor Services
- Orders will **NOT** be processed without full payment. Please fill out the Credit Card Authorization Form.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. CDS will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of CDS, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check. Wire transfers must include a $20.00 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the Credit Card Authorization form. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CDS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CDS** or its subcontractors.
- **CDS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CDS** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CDS** or its subcontractors more than one year after the accrual of the action.
- **CDS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CDS** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **CDS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CDS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- **CDS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CDS** recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- In the event the designated carrier fails to pick up by the specified time, shipments will be re-directed by the show carrier.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- Do not send advance freight for Saturday/Sunday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal receiving hours, **Monday - Friday, 9:00 am - 3:30 pm**.
- If you are sending materials direct to show site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline may be **REFUSED**. If received and signed for additional surcharges may apply.
- A **CDS** Bill of Lading must be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the **CDS** warehouse and surcharges will apply.

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advanced payments will be indicated and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

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Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Monday, May 16, 2011**. Shipments must arrive **Monday, May 16, 2011** by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Monday, May 16, 2011** will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Thursday, May 19, 2011**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move in periods as well as throughout the event. (See Event Information page)
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**, collect shipments may be **REFUSED**
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **CDS** for these shipments.

OUTBOUND SHIPMENTS

- A **CDS** Bill of Lading is required on **ALL** outbound shipments.
- If you are not using **CDS Logistics**, our preferred carrier, you must contact your designated carrier with pick up information.
- If your carrier fails to show up, your shipment will be re-directed through **CDS Logistics** and the discount rate will not apply.

To: _____Booth#_____
(Exhibiting company name)
For: Texas Black Expo 2011
YRC
c/o CDS
9415 Wallisville Road
Houston, TX 77013

To: _____ Booth#_____
(Exhibiting company name)
For: Texas Black Expo 2011
George R. Brown Convention Center - Hall A
c/o CDS
1001 Avenida de las Americas
Houston, TX 77010

CDS Bill of Lading - SAMPLE

FROM:		**TO:**			
Exhibitor Company Name: Your company name		**Consignee Name:** Your company name (or who you are shipping to)			
Exhibit Facility: George R. Brown Convention Center **-** Hall A		**Consignee Address:** Destination address			
1001 Avenida de las Americas					
City: Houston, TX	**Zip Code:** 77010	**Destination City, State:**		**Zip Code:**	
Exhibitor Name: Show site contact name	**Phone Number:** Show site contact number	**Destination Show Name:** If shipping to another show, please provide show name and booth number		**Booth Number:**	
FREIGHT CHARGES PAID BY: Your company name		**CARRIER:** If shipping with **CDS Logistics**, check '**CDS**'; If shipping with another carrier, check 'other' and list carrier name			
Address: Billing address for your company		**CDS**	**Other (please list)**		
City, State:	**Zip Code:**	**METHOD:**	**Next Day**	**2nd Day**	**Ground**
Attention: Who's attention		**DELIVER BY DATE:** Please list any specific deliver by date			
Phone Number: Company phone number	**Email Address:** Company contact e-mail address	**FREIGHT CHARGES: Freight charges are prepaid unless marked Collect**		**Prepaid**	**Collect**

# PIECES	**DESCRIPTION - EXHIBITION MATERIAL**	**WEIGHT**	**CLASS**
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	TOTAL		

Sample

A **CDS** Bill of Lading is required on **ALL** outbound shipments. Blank Bills of Lading are available at the **CDS** service desk located on show site. After your booth is packed, labeled and ready to be shipped please bring the completed Bill of Lading form to the service desk. **If your carrier fails to show up, your shipment will be re-directed through CDS and the discount rate will not apply**. A **CDS** representative will be available at show site for further questions.

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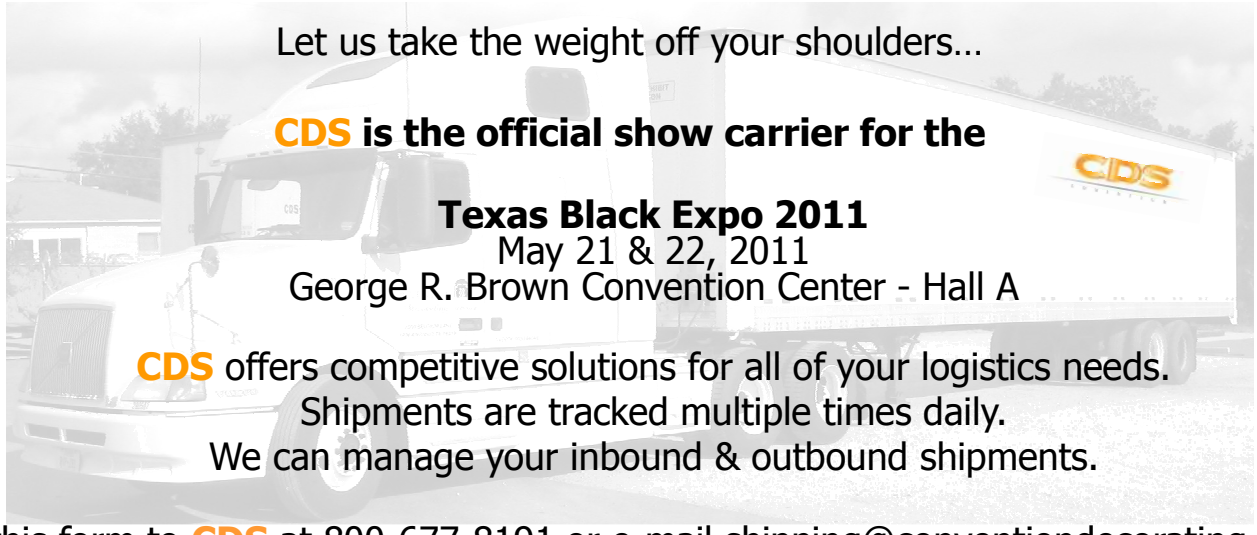
Shipping Quote Form

Get a Quick Quote for Shipping!



Let us take the weight off your shoulders…

CDS is the official show carrier for the

Texas Black Expo 2011
May 21 & 22, 2011
George R. Brown Convention Center - Hall A

CDS offers competitive solutions for all of your logistics needs.
Shipments are tracked multiple times daily.
We can manage your inbound & outbound shipments.

Fax this form to **CDS** at 800-677-8191 or e-mail shipping@conventiondecorating.com.
We will provide a quote the same day requested!

Inbound		**Outbound**	
Pickup Zip Code		Pickup Zip Code	**77010**
Delivery Zip Code		Delivery Zip Code	
Approximate Weight		Approximate Weight	
Company Information			
Exhibitor Name:			
Exhibitor Email:			
Phone Number:			
Company Name:		Booth #:	

For any additional questions please feel free to call us at 210-581-9220 or send an e-mail to information@conventiondecorating.com.

Advance & Direct Shipping Labels

ADVANCE WAREHOUSE LABEL

EVENTS AND EXPOSITIONS

Texas Black Expo 2011
EXHIBIT MATERIALS
MUST be received by

Monday, May 16, 2011
Between 9:00 am - 3:30 pm

To: _____

(COMPANY NAME)

YRC
C/O CDS
9415 Wallisville Road
Houston, TX 77013

W A R E H O U S E

Booth # (s): _____ **No.** _____ **OF** _____ **Pcs.**

Carrier: _____

DIRECT TO SHOW SITE LABEL

EVENTS AND EXPOSITIONS

Texas Black Expo 2011
EXHIBIT MATERIALS
To arrive NO SOONER than

Thursday, May 19, 2011

To: _____

(COMPANY NAME)

George R. Brown Convention Center - Hall A
C/O CDS
1001 Avenida de las Americas
Houston, TX 77010

S H O W S I T E

Booth # (s): _____ **No.** _____ **OF** _____ **Pcs.**

Carrier: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Material Handling FAQ's

CDS has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. **CDS** will not be responsible, however, for any materials they do not handle. **CDS** will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the **CDS** Freight Desk. Do not proceed to the docks until told to do so.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include**: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments:** Mixed shipments include a mix of both crated and uncrated materials.
- **Ground Loading/Unloading:** Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments:** Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- **Piece Loading/Unloading:** Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation:** Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- **Excess of Small Shipments:** 10 or more loose pieces that are not palletized or crated.
- **Uncrated shipments** indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME / OVERTIME DETERMINED?

Straight Time: Monday through Friday, 8:00 am to 4:30 pm.
Overtime: All other times, Saturdays, Sundays and Holidays.

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when **CDS** has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one **cwt** (hundred weight). There is a 200 lbs minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

Calculate Total CWT (Enter in increments of 100 lbs only; make sure to round up to the next 100.)

Example Below is based on the published rate:
350 lbs (rounded to the next 100) divided by 100 = **4** Total CWT
4 CWT x $**67.25** = Material Handling Charge **$269.00**

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken-up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **$67.25**

If you send 4 Separate Shipments:	**If you send 1 Consolidated Shipment:**
1st Shipment @ 41 lbs = **$134.50** (200 lbs minimum)	1 shipment (4 pieces) @ 197 lbs (200 lbs minimum)
2nd Shipment @ 44 lbs = **$134.50** (200 lbs minimum)	**197 lbs charged @ $134.50**
3rd Shipment @ 52 lbs = **$134.50** (200 lbs minimum)	
4th Shipment @ 60 lbs = **$134.50** (200 lbs minimum)	

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Material Handling Rates

RATES BELOW WILL BE BASED ON PUBLISHED EVENT MOVE IN & MOVE OUT SCHEDULE.
Material Handling Charges Include:

- Receiving and unloading your freight at the docks
- Delivery to your booth
- Storage and return of empties at the close of the event
- Removal of your freight from your booth
- Reloading onto your outbound carrier

ADVANCE SHIPMENTS TO WAREHOUSE

- The advance warehouse will begin receiving shipments 30 days prior to: **Monday, May 16, 2011**.
- All materials shipped in advance to the warehouse MUST ARRIVE BY: **Monday, May 16, 2011**.
- Any shipment arriving after this date will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.
- Warehouse receiving hours are Monday - Friday, **9:00 am - 3:30 pm**. Any shipment delivered prior to, after hours or on weekends may be refused.
- Uncrated shipments cannot be received at the warehouse.
- Small Packages: Shipments under 35 lbs (*received in a single shipment*) will be charged **$40.00** for the 1st package and **$15.00** every package after (*per shipment*) within the same shipment.

DIRECT SHIPMENTS TO SHOW SITE

- All materials shipped direct to show site MUST ARRIVE NO SOONER THAN: **Thursday, May 19, 2011**.
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- Small Packages: Shipments under 35 lbs (*received in a single shipment*) will be charged **$40.00** for the 1st package and **$15.00** every package after (*per shipment*) within the same shipment.

RATE CLASSIFICATIONS:	Price per CWT	200 lbs Minimum
Warehouse Shipment (200 lbs minimum)		
Crated or Skidded Shipment	$67.25	$134.50
Special Handling	$84.25	$168.50
Show Site Shipment (200 lbs minimum)		
Crated or Skidded Shipment	$67.25	$134.50
Special Handling Shipment	$84.25	$168.50
Small Package (Maximum weight is 35 lbs per shipment)		
First Carton	$40.00	
Each Additional Carton	$15.00	
ADDITIONAL SURCHARGES:		
Overtime Charge—Inbound (in addition to above rates)		
Crated or Skidded Shipment	$16.80	$33.60
Special Handling Shipment	$21.05	$42.10
Late to Warehouse (Freight arriving after Monday, May 16, 2011)	$150.00	
	Material Handling Total	$

A credit card MUST be on file for all material handling, shipping inbound and/or outbound to the event.

Company/Cardholders Name:	**Booth#:**
Type of Card: ☐ **Master Card** ☐ **Visa** ☐ **American Express**	**Expiration Date (mm/yyyy):**
Credit Card #:	
Billing Address:	
City, State, Zip:	
Email Address:	
Authorized Signature:	

By signing this form, the cardholder acknowledges receipt of CDS services described above, as well as any other additional amounts incurred as a result of orders placed by the company, cardholder or representative.

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CDS EVENTS AND EXPOSITIONS

Display Tables & Accessories Order Form

Discount Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

QTY	Item Description	Discount	Standard	Total
Skirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$91.25	$111.00	$
	6' L x 24" W x 30" H	$111.25	$134.50	$
	4th Side Skirt 6'	$42.00	$52.25	$
	Table Skirt Only 6'	$66.75	$83.50	$
	8' L x 24" W x 30" H	$129.00	$155.75	$
	4th Side Skirt 8'	$42.00	$52.25	$
	Table Skirt Only 8'	$66.75	$83.50	$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$123.50	$154.25	$
	6' L x 24" W x 42" H	$139.75	$174.50	$
	4th Side Skirt 6'	$42.00	$52.25	$
	Table Skirt Only 6'	$66.75	$83.50	$
	8' L x 24" W x 42" H	$160.75	$201.25	$
	4th Side Skirt 8'	$42.00	$52.25	$
	Table Skirt Only 8'	$66.75	$83.50	$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$53.25	$66.50	$
	6' L x 24" W x 30" H	$66.00	$82.50	$
	8' L x 24" W x 30" H	$78.50	$96.75	$
Unskirted Display Table 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$76.00	$92.50	$
	6' L x 24" W x 42" H	$87.50	$108.50	$
	8' L x 24" W x 42" H	$94.50	$118.50	$
Specialty Tables 30" in Diameter & Unskirted				
	Café Table 30" H	$73.25	$87.75	$
	Cocktail Table 42" H	$93.25	$111.75	$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	$54.75	$68.75	$
	6' L x 12" W x 12" H	$66.25	$83.00	$
	8' L x 12" W x 12" H	$77.75	$97.25	$

QTY	Item Description	Discount	Standard	Total
Accessories - Chairs				
	Side Chair	$49.75	$62.25	$
	Modular High Stool Gray Fabric - 29" Tall	$79.00	$98.50	$
	Padded Chair	$70.00	$87.50	$
Pegboards, Tack boards & Grid wall				
	Pegboard 4' x 8' Horizontal	$198.00	$247.50	$
	Pegboard 8' x 4' Vertical	$198.00	$247.50	$
	Tack board 4' x 8 Horizontal	$177.75	$213.25	$
	Tack board 8' x 4' Vertical	$177.75	$213.25	$
	Grid Wall 2' x 8'	$66.00	$82.50	$
Bag, Literature & Garment Racks				
	Bag Rack	$93.50	$117.00	$
	Literature Rack	$103.00	$125.75	$
	Clothes Rack	$93.50	$117.00	$
	Garment Rack - 2 Arm (Water Fall)	$93.50	$117.00	$
	Garment Rack - 4 Arm (Water Fall)	$93.50	$117.0	$
Additional Accessories				
	Computer Pedestal	$289.50	$361.75	$
	Easel	$30.50	$37.50	$
	Fish Bowl	$28.50	$34.50	$
	Wastebasket	$16.00	$18.75	$
	Arm Light	$61.00	$76.25	$

SKIRT COLORS

Event colors are: **Lime Green, Black & White**

Please check the skirt color of choice:

Red, Plum, Black, Teal, White, Lime Green, Silver, Rose, Royal Blue, Gold, Forest Green, Champagne, Burgundy

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Carpet Order Form

Discount Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Standard Carpet
Prices include installation and taping front edges.

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	$133.50	$166.75	$
	10' x 20' Carpet	$244.00	$305.00	$
	10' x 30' Carpet	$354.50	$443.00	$
	10' x 40' Carpet	$465.75	$582.50	$
	10' x 50' Carpet	$584.00	$720.50	$
Carpet Accessories				
	Carpet Padding per sq ft	$0.77	$0.87	$
	Visqueen per linear ft	$0.77	$0.87	$
	Taping per sq ft	$0.67	$0.77	$

CARPET COLORS

Event colors are: Lime Green, Black & White

Please check the carpet color of choice:

Red
Plum
Teal
Royal Blue
Tuxedo
(Tuxedo is Black & White)
Black
Gray

Custom Carpet

In order to protect the carpet during setup, we will automatically install Visqueen prior to exhibitor move in. Custom carpet orders must be received by **Friday, May 6, 2011**. Orders received after this date may be subject to availability and additional charges may apply. **Custom carpet orders are non-refundable.**

Booth Dimensions	Feet	x	Feet	=	Total sq Ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	$3.10	=	$

Plush Carpet

Plush carpet is available if ordered by **Friday, May 6, 2011**. Please call our Exhibitor Service Department at **210-581-9220** for price quotes and color options.

Order Policy

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- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Signs & Graphics Order Form

Discount Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

High-quality signs and graphics will enhance the overall image of your booth. Our graphic/sign department at **CDS** is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Friday, May 13, 2011**.

We want your graphics and images to look their absolute best. In order to insure the best quality graphics and images from your digital files, please see the below guidelines.

- Picture: file format JPG, TIF, or PSD (**CDS** recommends 1200 dpi, no less than 300 dpi)
- Logo and Graphic: file format EPS or AI
- If the file is to big a DVD can be sent to **CDS**, please label with the event and exhibitor name.
- If you would like to upload to our FTP site: FTP://cds.velomatrix.com, username: Cdsexternal, password: Thisis4CDS

Standard Sizes								
Size					**Discount**	**Standard**	**QTY**	**Total**
11" X 14"	☐	Horizontal	☐	Vertical	$45.00	$67.50		$
14" X 22"	☐	Horizontal	☐	Vertical	$50.00	$75.00		$
22" X 28"	☐	Horizontal	☐	Vertical	$78.00	$106.00		$
28" X 44"	☐	Horizontal	☐	Vertical	$117.00	$150.00		$
1 m X 7' Free Standing Single Sided					$295.00	$360.00		$
7" X 44" (ID Sign) Card Stock					$33.00	$49.50		$

Custom Graphics						
Please fill out the below information					**Standard**	**Total**
Dimensions	Length (ft) _____ x Width (ft) _____= Square (ft) _____				$16.00	$
Substrate	☐ Vinyl Banner	☐ Foam Core	☐ Chloroplast	☐ Sintra	☐ Gatorboard	Other:
Other options:			☐ Grommets	☐ Easel Back	☐ Single Sided ☐ Double Sided	
Customer Supplied graphics *(Must be sized, if graphic is not print ready there will be a 1 hour graphic design charge.)*						
Custom Graphics Design					$75.00 per hour	$

Order Policy

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Addition Notes:

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Table-Tops & Free Standing Displays Order Form

Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

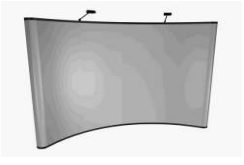
- Payment, in full, must accompany **ALL** orders.
- Table-top & Free Standing Displays are available if ordered by **Friday, May 6, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the Add-Ons for Rental Units or the Graphics order forms for further options.
- Table-Top Units include: Installation, dismantling and a 6′ or 8′ skirt table. **(Please see page 12 for skirt color options.)**
- Free Standing Units include: Installation, dismantling, carpet and vacuuming prior to show. Back wall color is only available in black.
- Cancellations received less than one (1) week prior to the first day of exhibitor scheduled move in will be billed at 100%.
- Please review your order carefully before submitting to **CDS**.

Description of Rental Unit:		Standard	Total
Table-top A Table-top curved wall display: Black loop fabric, 5′ tall x 5′ wide. Includes a 6′ or 8′ table.	Check Table Size: ☐ 6′ ☐ 8′ Skirt Color:	$425.00	$
Table-top B Table-top display: Black loop fabric, backlit header, hardware & lights, 3′ tall x 6′ wide. Includes a 6′ or 8′ table.	Check Table Size: ☐ 6′ ☐ 8′ Skirt Color:	$425.00	$
10 x 10 Free Standing C Curve wall display: Black loop fabric, 7.5′ tall x 10′ wide, with lights. Includes carpet.	Carpet Color: _____	$750.00	$
10 x 10 Free Standing D Wall display: Black loop fabric, backlit header, 7.5′ tall x 10′ wide. Includes carpet.	Carpet Color: _____	$750.00	$
10 x 20 Free Standing E Curved wall display: Black loop fabric, 7.5′ tall x 20′ wide with lights. Includes carpet.	Carpet Color: _____	$1,500.00	$
10 x 20 Free Standing F Wall display: Black loop fabric, 7.5′ tall x 20′ wide, backlit header. Includes carpet.	Carpet Color: _____	$1,500.00	$

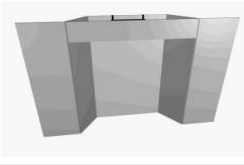
Table-top A

Table-top B

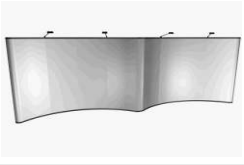
10 x 10 Free Standing C



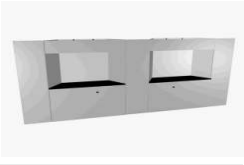
10 x 10 Free Standing D



10 x 20 Free Standing E



10 x 20 Free Standing F



CARPET COLORS

Event colors are: Lime Green, Black & White

Please check the carpet color of choice:

Red ☐ Royal Blue ☐ Black ☐
Plum ☐ Tuxedo ☐ Gray ☐
Teal ☐ *(Tuxedo is Black & White)*

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Rental Units Order Form

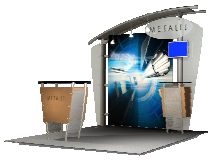
Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

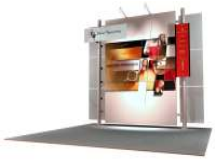
- Payment, in full, must accompany **ALL** orders
- Rental Units are available if ordered by **Friday, May 6, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the Add-Ons for Rental Units or the Graphics order forms for further options.
- Rental Units include: Installation, dismantling, carpet and vacuuming prior to show.
- Please note: Monitor, graphics and counters are not included in the packages.
- Cancellations received less than one (1) week prior to the first day of exhibitor scheduled move in will be billed at 100%.
- Please review your order carefully before submitting to **CDS**.

10' x 10' Rental Unit:		**Price:**	**Total:**
Brillante Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy and 3 Pendant Lights. Carpet is included, please select your color option below.	Please check your light color choice: ☐ Red ☐ Blue ☐ Green	$2,100.00	
Distinto Includes: Frame, Horizontal/Vertical Standoff Headers and 2 Halogen Lights. Carpet is included, please select your color option below.		$1,400.00	
10' x 20' Rental Unit:			
Superiore Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy, Perforated Metal Infills, 3 Pendant Lights and 2 additional lights. Carpet is included, please select your color option below.	Please check your light color choice: ☐ Red ☐ Blue ☐ Green	$3,250.00	
20' x 20' Rental Unit:			
Massimo Includes: Frame, Canopy, Perforated Metal Bridge, Monitor Brackets, Sintra Panels, Oval Headers, Bridge Header and Pendant Lights. Carpet is included, please select your color option below.	Please check your light color choice: ☐ Red ☐ Blue ☐ Green	$7,950.00	
Aperto A Black, weight bearing, triangle fixed Truss, 14' high. Includes saddle with graphic options. Carpet is included, please select your color option below.		$4,500.00	

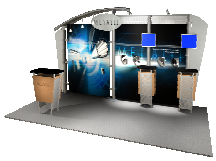
Brillante



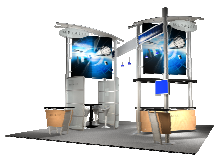
Distinto



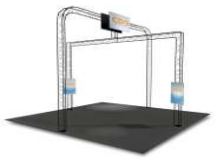
Superiore



Massimo



Aperto



CARPET COLORS

Event colors are: Lime Green, Black & White

Please check the carpet color of choice:

Red
Plum
Teal
Royal Blue
Tuxedo
(Tuxedo is Black & White)
Black
Gray

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

Texas Black Expo 2011
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Add-Ons for Rental Units Order Form

Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

- Payment, in full, must accompany **ALL** orders
- Add-Ons for Rental Units are available if ordered by **Friday, May 6, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the graphics order form for further options.
- Cancellations received less than one (1) week prior to the first day of exhibitor scheduled move in will be billed at 100%.
- Please review your order carefully before submitting to **CDS**.

Add-on		Price	QTY	Total
Reception Counter: Black counter top with maple sides and stowbox, graphics optional. Dimension totals: 39" wide x 39" high x 23.5" diameter.	Can be ordered separately or added to: Brillante, Distinto, Superiore, Massimo, or Aperto	$525.00		$
AV Counter: Black counter top with maple sides and stowbox, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter. *Required when using a monitor	Has to be added to: Brillante, Distinto, Superiore, or the Massimo	$400.00		$
Literature Stand: Collapsible stand with 6 pockets	Can be ordered separately or added to: Brillante, Distinto, Superior, Massimo, or Aperto	$125.00		$
Free Standing Monitor Kiosk: Black counter top with maple sides and stowbox. Includes 1 pendant light. Dimension totals: 92" tall, counter is: 28" wide & 23" deep. *Please specify pendant light color (Red, Blue, or Green). A 17" to 22" monitor can be used (monitor is not included).	Can be ordered separately or added to: Brillante, Distinto, Superiore, or Massimo Please check your light color choice: ☐ Red ☐ Blue ☐ Green	$800.00		$

Reception Counter

AV Counter

Literature Stand

Free Standing Monitor Kiosk

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

Texas Black Expo 2011
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CDS
EVENTS AND EXPOSITIONS

Graphics for Rentals Order Form

Deadline: Friday, May 6, 2011

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Table-tops & Displays					
Rental Unit	**Dimensions**	**Price per sq ft**			**Total**
Table-top A	Wall: 5′ h x 5′ w Total graphic space: 25 sq ft		x	$16.00	$
Table-top B	Wall: 3.5′ h x 6′ w Total graphic space: 21 sq ft		x	$16.00	$
10 x 10 Free Standing C	Wall: 7.5′ h x 9′ w Total graphic space: 27 sq ft		x	$16.00	$
10 x 10 Free Standing D	Wall: 7.5′ h x 9′ w Total graphic space: 24 sq ft		x	$16.00	$
10 x 20 Free Standing E	Wall: 7.5′ h x 18′ w Total graphic space: 135 sq ft		x	$16.00	$
10 x 20 Free Standing F	Wall: 7.5′ h x 18′ w Total graphic space: 135 sq ft		x	$16.00	$
10 x 10 Units					
Brillante	Panels (3) Each Panel: 6.4′ h x 1.9′ w (36.48 total sq ft) Fin (a): 5′ h x 1′ w (5 sq ft) Fin (b): 7′ h x 1.5′ w (10.5 sq ft) Oval Header: 1.4′ h x 4′ w (5.6 sq ft)		x	$16.00	$
Distinto	Panels (3) Each Panel: 7.3′ h x 1.9′ w (41.61 total sq ft) Side Panels (6) Each Panel: 2.4′ h x 1.9′ w (27 total sq ft) Horizontal Header: 1′ h x 3.6′ w (3.6 total sq ft) Vertical Header: 3.3′ h x 0.8″ w (2.64 total sq ft)		x	$16.00	$
10 x 20 Inline					
Superiore	Panels (7) Each Panel: 6.4′ h x 1.9′ w (85.12 total sq ft) Fin (a): 5′ h x 1′ w (5 sq ft) Fin (b): 7′ h x 1.5′ w (10.5 sq ft) Oval Header: 1.4′ h x 4′ w (5.6 sq ft)		x	$16.00	$
20 x 20 Island					
Massimo	Panels (12) Each Panel: 6.4′ h x 1.9′ w (145.92 sq ft) Each Oval Header (4): 1.4′ h x 4′ w (5.6 sq ft) Each Bridge Header (4): 1.3′ h x 6.1′ w (7.93 sq ft)		x	$16.00	$
Aperto	There are unlimited design possibilities for this unit. Please contact Exhibitor Services at 210-581-9220.				
Add-on					
Reception Counter	Front side: 22″ h x 11″ w (2 sq ft)		x	$16.00	$

Please contact our Exhibitor Services Department at 210-581-9220 for price quotes & assistance with graphic design.

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- All charges are subject to sales tax and a 2% petroleum surcharge.
- Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Hanging Banner/Rigging Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

- If the below procedures are not followed, **CDS** can not guarantee hanging of your banner/sign.
- Your banner **MUST** arrive by **Monday, May 16, 2011**.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note 'Banner' on label.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging must be installed and removed by **CDS**. Display companies and/or I&D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead handing can be provided by **CDS** at an additional cost, or by your company representative, display house, or lighting contractor pending a 'Certificate of Insurance'. Please complete the enclosed 'Display Labor' order form if you need **CDS** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs, notify **CDS** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **CDS** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Rates
Rates are based on a crew, which will consist of a lift with two (2) riggers.

	Pre-Order	Show Site		
Straight Time	$285.00	$356.25	Monday-Friday	8:00 am to 4:30 pm
Overtime	$345.00	$431.25	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$570.00	$712.50	Sundays & Holidays	All Day

Please fill in the below information:

Installation Date:	Time:	Approx Hrs:	Weight (lbs):	Height (ft):	Length (ft):	# of Pts:	Assembly Required:	Supervision:
								☐ Exhibitor Supervised ☐ CDS Supervised (25% supervision charge applies)

Type: ☐ Fabric - Cloth ☐ Metal ☐ Wood ☐ Truss

Electrical: ☐ Yes ☐ No

Shape: ☐ Circle ☐ Square ☐ Triangle

Chain Motor: ☐ Yes ☐ No

Indicate dimensions from each boundary you would like your banner/sign placed. **Note: Specified location of sign may be changed due to availability of hang points.**

ft in from back aisle	ft in from front aisle
ft in from left aisle	ft in from right aisle
Number of ft from floor to top of sign:	

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Please mark positioning of banner below:

Order Policy

- All charges are subject to sales tax and a 2% petroleum surcharge.
- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

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CDS EVENTS AND EXPOSITIONS

Cartload Service Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

CDS is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **$50.00** (straight time) or **$62.50** (overtime) each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. This service will be available during move in and move out at the event. You can make the arrangements at the **CDS** Exhibitor Service desk prior/end of the show. If you have any questions please contact **CDS** Exhibitor Service Department at **210-581-9220**. Pre-orders will receive preferential service at show site, but you can also order this service at the **CDS** Service Desk.

Check In Procedure:
1. One person will check in with a **CDS** Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or you must return to your vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if you arrive with any of the following vehicles:

♦ Semi ♦ Flatbed ♦ Trailers ♦ Bobtail

Carload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		$50.00	$62.50	$
Booth to dock		$50.00	$62.50	$
Round-trip		$100.00	$125.00	$

Advanced orders will receive preferential service at show site. Please indicate the approximate date, time and type of vehicle you will be arriving in:

Date: _____ Vehicle Description: _____

Time: _____ _____

Rules Regarding Cartload Service:
- ♦ You must arrive in a privately owned vehicle.
- ♦ This service is for exhibitors who have small hand carry items all of which must fit in a 3' x 4' push cart.
- ♦ Your vehicle must unload at the receiving dock of the exhibit hall.
- ♦ **CDS** personnel will direct vehicles.
- ♦ The cart is not authorized to enter or go to any parking structure.
- ♦ Freight that is too large or heavy will be charged material handling rates.
- ♦ Exhibitors may not use carts without authorization by a **CDS** supervisor.
- ♦ A credit card authorization form must be on file to receive service.

Order Policy
- ♦ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ♦ All charges are subject to sales tax and a 2% petroleum surcharge.
- ♦ Payment, in full, must accompany all orders by **Friday, May 6, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- ♦ Items cancelled prior to **Friday, May 13, 2011** will be refunded at 100%. Items cancelled after **Friday, May 13, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site and/or after delivery are **non-refundable** and billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following:

Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the **CDS** exhibitor manual or on show site at the **CDS** Exhibitor Service Desk.

Material Handling

Exhibitors may use a two-wheel dollie or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **CDS** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **CDS** cannot be responsible for injuries or falls caused by the improper use of this equipment.

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CDS EVENTS AND EXPOSITIONS

Display Labor Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

- Labor cancelled on show site will be charged a one (1) hour cancellation fee per worker.
- The minimum charge for labor is one (1) hour per worker for install and/or dismantle. Labor thereafter is charged in half (.5) hour increments.
- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Very Important:
If using CDS Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next page). If using Exhibitor Supervision please complete all outbound shipping documents at the CDS Service Desk prior to the close of the show.

Rates
Rates are based on one (1) man, per one (1) hour.

	Pre-Order	Show Site		
Straight Time	$56.00	$70.00	Monday-Friday	8:00 am to 4:30 pm
Overtime	$84.00	$105.00	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$112.00	$140.00	Sundays & Holidays	All Day

Please fill in the below information:
Invoice will be calculated according to actual hours worked.

	# of Men:	Date:	Start Time:	# of Hours:
Install:				
Dismantle:				

Type of Service:

☐ CDS **Supervision** (Exhibitor does not have to be present)

CDS will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00. *(If using **CDS Supervision**, please complete the information below:)*

Number of Crates:	Self contained unit? ☐ Yes ☐ No
Set up plans attached? ☐ Yes ☐ No	Photo enclosed? ☐ Yes ☐ No
Carpet: ☐ Own ☐ CDS Color: _____	Suggested tools (i.e 16' ladder):
Special instructions:	

☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the CDS Service Desk)

All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour no-show charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Order Policy

- All charges are subject to sales tax and a 2% petroleum surcharge.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker.
- Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Petroleum Surcharge 2%	=	Grand Total
$	+	$	=	$

Texas Black Expo 2011
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Outbound Shipping Instructions - CDS Dismantle Labor

Complete this form ONLY if CDS will be supervising your dismantle labor.

- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The Credit Card Authorization form **MUST** be provided when submitting this form.
- Your CDS Bill of Lading will be available for verification and signature at the CDS Service Desk located at show site.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, CDS Logistics. If using an alternate carrier please provide CDS with shipping documents and/or labels as well as this form.
- CDS reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check in deadline.

FROM: **TO:**

Exhibitor Company Name:		**Consignee Name:**			
Exhibit Facility: George R. Brown Convention Center **-** Hall A		**Consignee Address:**			
1001 Avenida de las Americas					
City: Houston, TX	**Zip Code:** 77010	**Destination City, State:**		**Zip Code:**	
Exhibitor Name:	**Phone Number:**	**Destination Show Name:**		**Booth Number:**	
FREIGHT CHARGES PAID BY:		**CARRIER:** If shipping with CDS Logistics, check 'CDS'; If shipping with another carrier, check 'other' and list carrier name			
Address:		☐ CDS	☐ **Other (please list)**		
City, State:	**Zip Code:**	**METHOD:**	**Next Day**	**2nd Day**	**Ground**
Attention:		**DELIVER BY DATE:**			
Phone Number:	**Email Address:**	**FREIGHT CHARGES:** Freight charges are prepaid unless marked Collect		**Prepaid**	**Collect**

# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT	CLASS
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	Carpet (specify color)		125
	Flats / Tubes		125
	Miscellaneous: (describe)		125
	TOTAL		

* By accepting this Bill of Lading, CDS assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates CDS as its agent for tendering shipments to carrier. CDS reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check in deadline. CDS assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers.

Third Party Payment

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card must still be on file.

CDS will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the Exhibitor Appointed Contractor (EAC) form located in this Exhibitor Service Manual.
- The payment of the third party must be acceptable to **CDS**. Also the credit card information below must be completed and submitted to **CDS** prior to the show.
- If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CDS** to fax an invoice from the convention facility, a $10.00 service fee will be added.
- The following form is to be completed, signed and returned by both parties by **Friday, May 6, 2011**. Otherwise, the request will not be approved.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Exhibiting Company:			**Booth Number:**	
Exhibiting Company Contact Name & Title:				
Authorized Signature:				
Display House Name (Third Party Payer):				
Display House Contact Name & Title:				
Authorized Signature:				
Display House Address (Third Party Payer):				
City, State, Zip:				
Phone:			**Fax:**	
Items being billed to Third Party:				
☐ Material Handling	☐ Furnishings	☐ Display Labor	☐ All Services	☐ Other _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

Company Name:															
Cardholder Name:															
Credit Card Number:															
Expiration Date (mm/yyyy):															
Card Type:	☐	Visa	☐	MasterCard	☐	American Express									
Billing Address:															
City, State, Zip:															
Phone Number:									**Fax Number:**						
E-mail Address:															
Authorized Signature:															

I, _____ agree to the conditions stated in this manual and the above paragraph.

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)

GEORGE R. BROWN CONVENTION CENTER
ELECTRICAL SERVICE CONTRACT

Company Name	**Booth / Room**	**Show Name:**
Billing Name		**Show Dates:** / / To / /
Billing Address		**Discount Order Deadline:** (see Discount Rate information below)
City, State/Country, Zip		E-mail
Contact	Telephone ( ) -	Fax Number ( ) -
Credit Card No. / Expiration /	Cardholder Signature(*)	Print / Type Cardholder Name

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** Mail order with check to address listed above or you may fax your credit card order. Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)

------- Rate -------

Watts	Discount	Standard	Qty	Total	Internal
500	$ 53.00	$ 71.00	_____	= $ _____	0500-WATT
1000	$ 81.00	$110.00	_____	= $ _____	1000-WATT
2000	$ 92.00	$122.00	_____	= $ _____	2000-WATT

A separate outlet must be ordered for each location.

Flood Lights on Stand (Includes power)

------- Rate -------

Configuration	Discount	Standard	Qty	Total	Internal
150 Watt, 1spot	$ 53.00	$ 72.00	_____	= $ _____	FLOOD-1
150 Watt, 2spot	$ 58.00	$ 78.00	_____	= $ _____	FLOOD-2
300 Watt, 1spot	$ 70.00	$ 87.50	_____	= $ _____	FLOOD-3
300 Watt, 2spot	$ 75.00	$ 93.75	_____	= $ _____	FLOOD-4

120/208/480 Volt Service (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt Discount	120 Volt Standard	Qty	208 Volt 1phase Discount	208 Volt 1phase Standard	Qty	208 Volt 3phase Discount	208 Volt 3phase Standard	Qty	480 Volt 3phase Discount	480 Volt 3phase Standard	Qty	Total
15	$ 92	$ 122	_____	$ 131	$ 177	_____	$ 168	$ 227	_____	$ 325	$ 420	_____	$ _____
20	$ 105	$ 142	_____	$ 150	$ 202	_____	$ 203	$ 274	_____	$ 347	$ 468	_____	$ _____
30	$ 131	$ 177	_____	$ 190	$ 256	_____	$ 247	$ 333	_____	$ 483	$ 652	_____	$ _____
40	$ 170	$ 220	_____	$ 226	$ 305	_____	$ 315	$ 425	_____	$ 641	$ 800	_____	$ _____
60				$ 289	$ 391	_____	$ 420	$ 567	_____	$ 914	$ 1254	_____	$ _____
80				$ 357	$ 482	_____	$ 557	$ 752	_____	$ 1181	$ 1594	_____	$ _____
100				$ 433	$ 585	_____	$ 893	$ 935	_____	$ 1470	$ 1984	_____	$ _____
150				$ 630	$ 850	_____	$ 1008	$ 1360	_____	$ 2205	$ 2976	_____	$ _____
200				$ 840	$ 1134	_____	$ 1355	$ 1829	_____	$ 2930	$ 3955	_____	$ _____

120/208/480 Power Total $_____

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.

24 Hour Power (Total of all Electrical Power Charges needing 24 hr service, clean or dedicated lines X 25%) **Total: $_____**

Electrical Labor (Contact Smart City Electric, Inc.) _____ Hours @ $_____, _____ Hours @ $_____ **Total: $_____**
Monday – Friday 8am – 4:30pm……..$52.00/Hr. All other times Sat., Sun., Holidays……$ 99.00/Hr (1/2 hour Increments)

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.

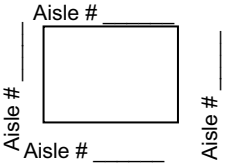
a. Subtotal Of Charges [all of the above]	: $ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: $ _____
c. 15.82% Tax [on Tax Surcharge(b)]	: $ _____
d. 8.42% Tax [on Labor & Flood Lights]	: $ _____
e. Grand Total Of Order Due (a + b + c + d)	**: $ _____**

Customer Acceptance of Terms and Conditions: _____ Date: _____

Indicate location in Booth with an X.

Island ☐

Standard ☐



Important! - Rates include bringing service to rear of standard booth or to nearest floor port inside an island booth. Specific location requests will incur additional charges. See item #2 Terms & Cond.

For Smart City Electric, Inc. Use	Type of Service:	Customer No. **2011 - 001 -**	
		Payment Rec'd:	
Special Instructions:			
Floor Plan: ☐ Yes ☐ No		CSR:	Date:

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. ****** Credit Card authorization must be on file ******
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is $52.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a $50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type**. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3ø	15	15	15	15	15	20	30	30	45	60	60	85	100

Complete and Return To

***** ORDERING SERVICES *****
MAIL CHECK OR FAX PAYMENT W/ORDER TO:

☐ SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

***** FLOOR PLANS *****
MAIL OR FAX FLOOR PLANS TO:

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

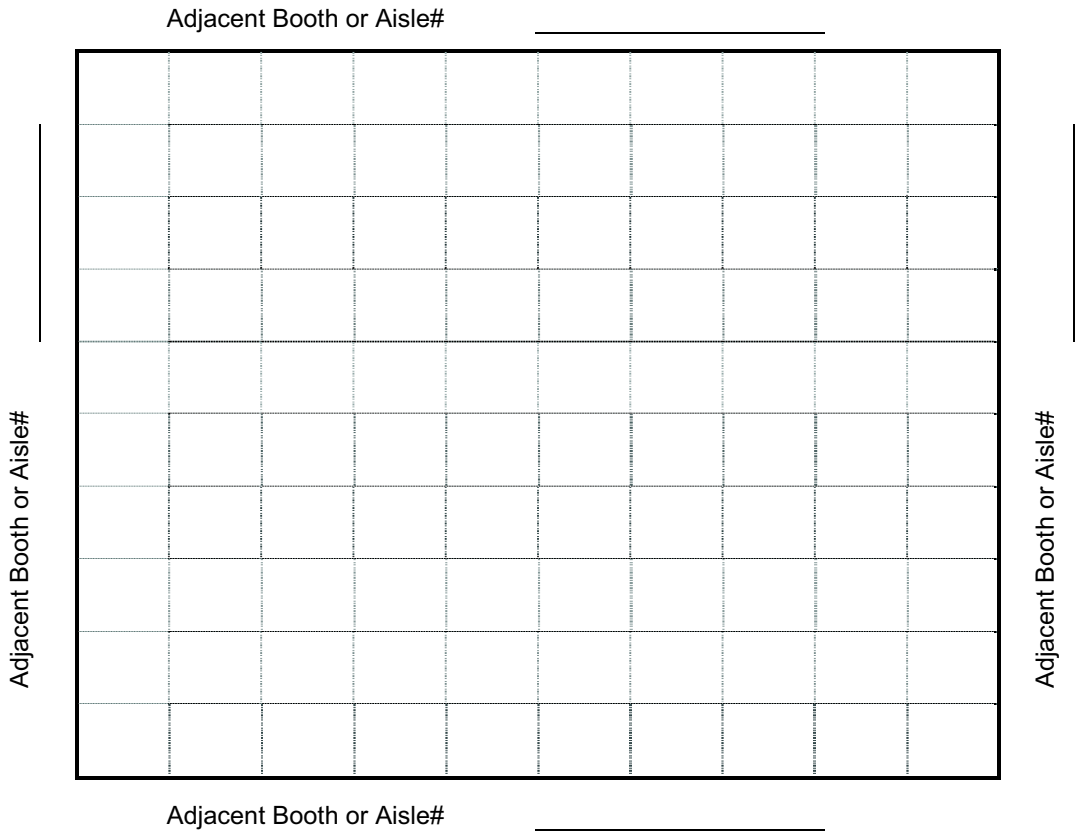
ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2011 - 001 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

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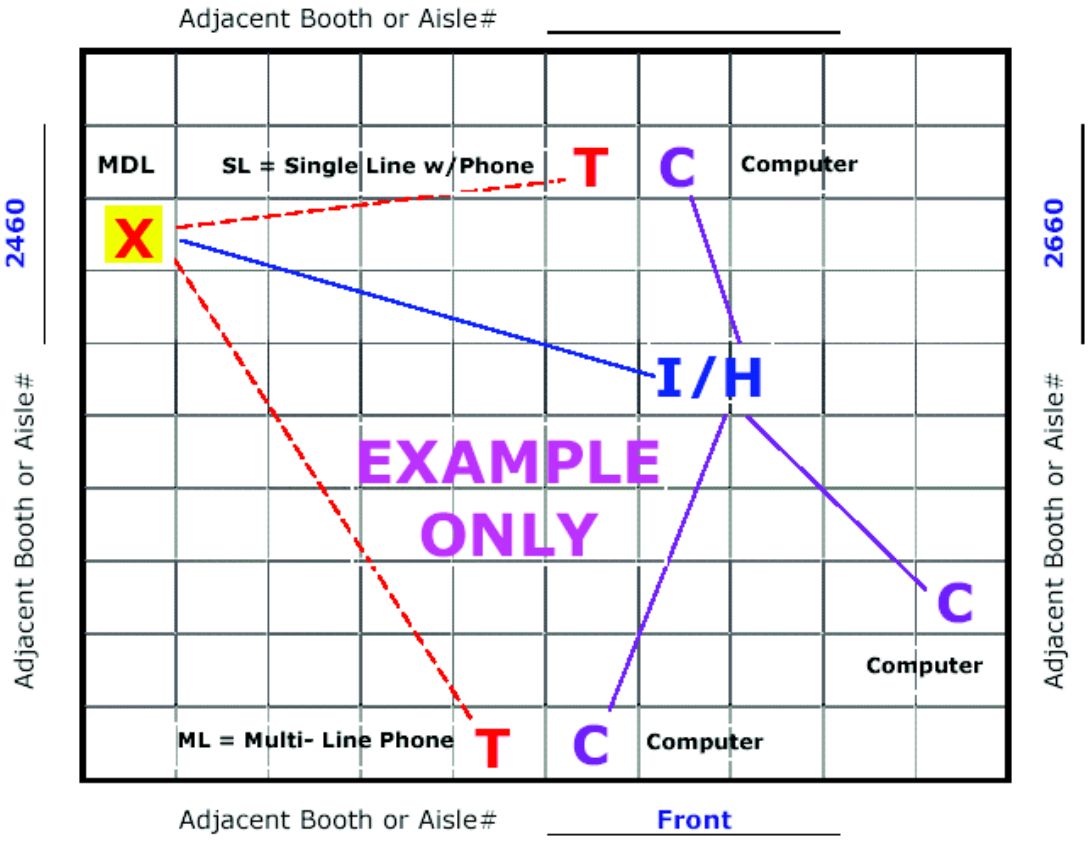
SmartCity

Floor Plan – Communications Cable

Center:	George R Brown CC (001) - TX	**Company Name:**	ABC EXAMPLE COMPANY
Show:	ABC EXAMPLE SHOW	**Booth / Room #:**	2502
		Customer / Ref #:	2011 - 001 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



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T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

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SmartCity

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Smart City
George R. Brown CC
Houston, TX
888-446-6911 (Phone)
713-853-8949 (Fax)

Company Name	**Booth / Room**	**Show Name:**
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* ☐ Yes ☐ No	**Show Dates:** / / To / /
Billing Address		**Incentive Order Deadline:** (see Incentive Price, Ts & Cs)
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa

Expiration Date (MM / YY): ☐☐ / ☐☐

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service		Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)						
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)		SE		$ 1,100	$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed		IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)		NE		$ 900	$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed		IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty		BE-1.5		$ 795	$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty		BE-512		$ 595	$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available		TS		$ 3,495	$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)		TS-03		$ 5,900	$ 7,375	
2. Internet – Networking Services: Equipment						
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T		SW08		$ 150	$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T		SW24		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e		PC		$ 50	$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line						
a. Single Line (no Instrument) (unrestricted long distance)		LO		$ 275	$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)		ML		$ 415	$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")						
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity		DL		$ 395	$ 495	
5. Voice Services: Special Services						
a. Telephone Instrument (Single Line, Touchtone) upon request		SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request		CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)						
a. Analog Extended Pots line from Demarc to Booth		DP		$ 200	$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth		IS / HL		$ 400	$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth	(See T&C 8)	T2 / T1		$ 2,000	$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth	(See T&C 8)	T3		$ 9,000	$ 11,250	
e. Labor / Floor Work - Fee per hour	(See T&C 1)	FW		$ 125	$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting	(See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)		MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).				**(20%) x (Base Price)**		
9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue.				**x (number of lines)**		
					SUBTOTAL	
Unused portions of deposits returned with final billing.					**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-943-6001*					**GRAND TOTAL**	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2011 - 001 -**

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before show move-in has started or **(b)** orders received on or before the 14 day Incentive Deadline without payment **(c)** **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, full-duplex, auto-sensing, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific: (a)** Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum $150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management: (a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions: (a)** Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: ***Smart City***.
25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2011 - 001 -**

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Network Security Declaration

Center: George R Brown CC (001) - TX **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2011 - 001 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ (Date) Security Updates Last Performed: _____ (Date)

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

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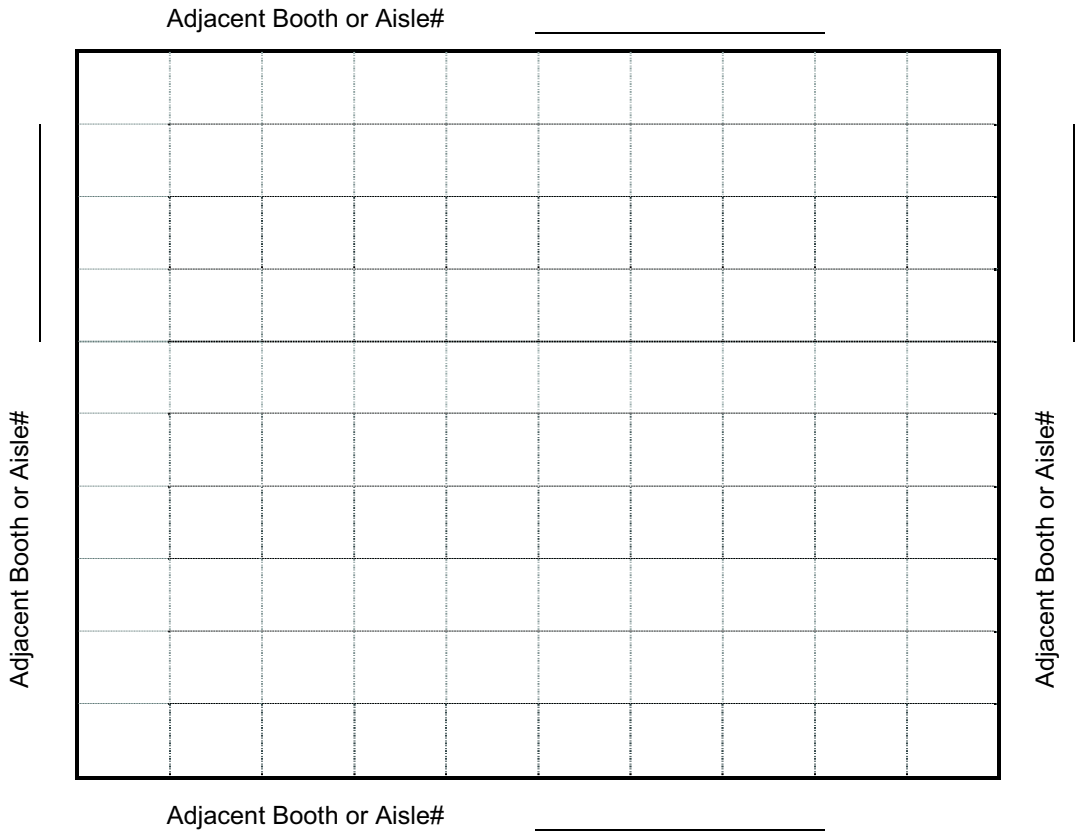
SmartCity

Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2011 - 001 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

SmartCity

CITY OF HOUSTON

George R. Brown Convention Center
www.houstonconventionctr.com
1001 Avenida de las Americas
Houston, TX 77010
PHONE 713/853-8907 FAX 713/853-8092
melisa.fuentes@cityofhouston.net

SHOW NAME: _____
SHOW DATES: _____/_____/_____ to _____/_____/_____

BOOTH CLEANING ORDER FORM

NOTE: The George R. Brown Convention Center is the exclusive cleaning contractor. No other cleaning services will be allowed on the exhibit floor. To better serve you & eliminate any misunderstanding regarding payment, please bring any questions to our immediate attention. Adjustments cannot be made unless deficiencies are reported to the Service Desk at least one hour before show opening.

EXHIBITOR IS RESPONSIBLE FOR THE REMOVAL OF ANY FLOOR COVERING (i.e. PLASTIC OR VISQUEEN) BEFORE ORDERED SERVICES WILL BE PERFORMED. THE EMPTYING OF WASTEBASKETS IS INCLUDED WITH ALL CLEANING SERVICES.

COMPANY _____ **BOOTH NO.** _____

ADDRESS _____
(STREET/P.O.BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ **TITLE** _____ **PHONE (** ___**)** _____

SIGNATURE _____ **DATE** _____ **FAX (**___**)** _____

ALL RATES BASED ON GROSS BOOTH AREA – 100 SQUARE FOOT MINIMUM

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Advance Rate applies to orders received with payment 15 days prior to the 1st EVENT date.

		ADVANCE RATE	STANDARD RATE	
VACUUMING BOOTH CARPET	☐ ONE TIME ONLY.....	.18c PER SQ. FT.	.25c PER SQ. FT.	DATE _____
	☐ DAILY.....	.15c PER SQ. FT.	.22c PER SQ. FT.	DATE _____
SHAMPOOING BOOTH CARPET	☐ ONE TIME ONLY...	.30c PER SQ. FT.		DATE _____
MOPPING BOOTH	☐ ONE TIME ONLY ...	.25c PER SQ. FT.		DATE _____
TILE	☐ DAILY	.20c PER SQ. FT.		DATE _____

QUANTITY
NO. OF SQ. FT. _____AT _____c = $_____ X NO OF DAYS _____ = $_____

PORTER SERVICE PERIODIC POLICING OF EXHIBIT AREA DURING SHOW HOURS, INCLUDING EMPTYING WASTEBASKETS. SERVICE PERFORMED AT TWO-HOUR INTERVALS. BOOTHS UP TO 1,000 SQ. FT. @ $40/DAY; OVER 1,000 SQ. FT. @ $60/DAY. $_____

CONTINOUS PORTER SERVICE DURING SHOW HOURS @ $18.00 PER HOUR $ _____

SPECIAL CLEANING (i.e.) SPOT CLEANING OF CARPET; WIPE DOWN IF NOT PERFORMED BY DECORATOR; BARREL AND CHIP REMOVAL DURING MACHINE SHOWS @ $20.00 PER HOUR (1 HOUR MINIMUM) PLEASE PROVIDE INSTRUCTIONS. _____ $ _____

PAYMENT POLICY: We accept the following methods of Payment - Credit Cards or Checks made payable to the CITY OF HOUSTON in U.S. dollars drawn on a U.S. bank only.

CREDIT CARD # _____ **EXP. DATE** _____

AMERICAN EXPRESS _____ **VISA** _____ **MASTER CARD** _____ **DISCOVER** _____

SIGNATURE _____

SUBTOTAL $ _____
8.25% TAX $ _____
TOTAL $ _____